

Amendment to RFP #1590

“Food Services Request for Proposal”

The Department of Social Services, Human Services Center, hereby amends RFP #1590 as follows.

Any questions should be sent to Mark Close, the point of contact, at mark.close@state.sd.us.

Dated: February 20, 2019

Page 11, Section 5.8 is revised as follows:

5.8 USE OF INMATE LABOR

The State will make YCMC inmate labor available for the AM and PM shifts at an hourly rate of \$0.25 per hour. The Offeror shall specify in the proposal the amount of minimum custody inmate labor required, based on number of inmate hours, for each meal service and each day of the calendar week. The Offeror shall include this inmate labor calculation, including the assignment of each inmate, as part of the Staffing Plan required in Section 13.6 of the RFP.

When YCMC inmate labor is utilized, the Contractor shall assign at least one (1) staff member as supervision for every two (2) inmate laborers. In addition, a minimum of two (2) Contractor staff are required to be present in the same work area as supervision whenever (1) inmate laborer is present. Inmates are not permitted to supervise other inmates.

The Contractor shall interview and select the most qualified inmate laborers from a pool of individuals referred by the YCWC. Inmate training in food service delivery and management shall be provided by the Contractor. The Offeror's proposal shall outline what the training will entail as part of the Contractor's overall inmate training program. Training should result in the provision of a certificate of completion to inmates. The Department of Corrections will provide training about working with inmates at least annually to the Contractor's employees

Sections 6.5 through 6.12 are revised as provided below. All other sections and provisions of the RFP remain intact as posted.

6.5 REQUISITION OF FOOD SUPPLIES BY AREA

Each HSC treatment unit may requisition bulk food supplies for snacks on a weekly basis. Snacks will be reviewed and approved by HSC and should be balanced between fresh fruits/vegetables and whole grain items as well as more traditional snack items.

Each HSC treatment unit may requisition supplies for one “unit meal” per month. In this circumstance, the supplies are provided by the Contractor and HSC staff are responsible for food preparation.

Each HSC treatment unit may requisition supplies for one baking group per month and one special event per month. The supplies are provided by the Contractor and HSC staff are responsible for food preparation.

The HSC Activity Center has one large group activity per month. The Contractor is expected to provide cake, cookies, etc. for this activity.

The Contractor shall provide the HSC Life Skills Program food in bulk Monday thru Friday for two (2) groups at noon. The supplies are provided by the Contractor and HSC staff coordinates food preparation.

The Contractor shall provide HSC Occupational Therapy with food for therapy five (5) days a week.

The cost of the snacks and nutritional supplements will be billed to HSC at the invoiced cost to the Contractor, excluding overhead and administrative costs.

6.6 SACK LUNCHES

The Contractor must provide a sack lunch to inmates or patients who miss a regularly scheduled meal through no fault of their own. The Contractor shall also provide sack lunches for the HSC Admissions Department. The sack lunch shall meet the nutritional needs of the inmates and patients and may be based on a physician's order if appropriate.

6.7 SNACKS AND NUTRITIONAL SUPPLEMENTS

The Contractor shall provide snacks and nutritional supplements as required by HSC.

6.8 MENU CYCLE

Meals shall follow a menu cycle pre-approved by the HSC Administrator or designee with a minimum cycle length of three (3) weeks. Menu cycles shall be changed a minimum of two (2) times per year.

6.9 DIET REQUIREMENTS

The Contractor must provide the following diets for HSC patients and YCMC inmates.

Human Services Center:

Diet Type	Calories	Fat	Protein	Other
Regular	2200-2400	<33% Total Fat	100-110g	90-120g CHO at meals 3-4g Sodium
Small Portions	1600-1900	<30% Total Fat	80-100g	50-70g CHO at meals 3-4g Sodium
Consistent Carbohydrate (CSC)	1800-2100	<30% Total Fat	90-110g	60-75g CHO at meals 3-4g Sodium
Consistent Carbohydrate Low Calorie (CSCLC)	1600-1850	<30% Total Fat <10% Saturated Fat	90-100 gm	50-70 gm CHO at meals 3-4 gm Sodium
Cardiac	1800-2100	<30% Total Fat	80-100g	<315 mg Cholesterol and < 2g Sodium No high salt content foods ex: sausage/ham
Renal	1700-2000	<30% Total Fat	60-70g	<1500 mg Potassium <1700 mg Phosphorus <2g Sodium See CSC diet for CHO/meal
Vegetarian	2000-2200	<30% Total Fat	80-100g	Includes eggs and dairy products
Vegan	1800-2100	<30% Total Fat	60-90g	No animal products; Peanut butter will be utilized for protein
Gluten Restricted	1800-2100	<30% Total Fat	80-100g	No gluten containing products
Lactose Restricted	1800-2100	<30% Total Fat	80-100g	No lactose containing products; soy milk will be used

YCMC Inmates

1. Diabetic - men 2,400 calories and women 2,000 calories. Doctor can write order for more or less calories
2. Heart Healthy
3. High Fiber
4. Bland
5. Dairy Allergy / Lactose Intolerant
6. Medical Vegetarian
7. Gluten Intolerance
8. Low Potassium Diet (new diet added)

Both HSC and YCMC - Additional Information:

All diets must contain a minimum of 12g fiber and approx. 1800ml of fluid

T e x	Added Portions:	Breakfast: 1.5 servings cereal; 2 servings bread, juice and condiments
	Approx. 500-700 additional kcal/day	Lunch & Supper: 1.5 servings starch & veggies; 2 servings condiments & bread

texture Modifications: Other accommodations will be made as needed for dentation. Ex: no raw fruits/vegetables or no bread

Finger Foods	Foods that do not require the use of silverware; no silverware on trays unless specified
Mechanical Soft	Ground meats, soft food
Pureed	All items pureed, pudding consistency
Thickened Liquids	

The Contractor should expect the following circumstances for some patients and inmates:

1. Food allergies
2. Early/late trays
3. Full liquid trays
4. Clear liquid trays
5. Tube feedings
6. Fluid restrictions
7. Six small meals

6.10. MEDICAL DIRECTIVES AND RELIGIOUS REQUIREMENTS

The Contractor will provide meals that comply with patient dietary requirements due to medical directives or religious requirements when a special diet is a basic tenet of a truly held religious belief. Food substitutions must be available to accommodate food avoidances due to religious beliefs/practices/observances and patient likes/dislikes in compliance with Medicare/Medicaid standards. Vegetarian food substitutions may be needed. Food allergies must also be accommodated, and a substitution provided.

The Contractor will be held liable for any and all expenses related to the physical harm caused to a patient through exposure to a menu item that caused an illness to the patient; e.g. the contractor is liable for the medical bill if a patient was served food that he/she was known to be allergic to and had to be hospitalized or taken to a clinic. Multiple errors in providing special diet meals may result in termination of the contract.

6.11. HOLIDAY AND SPECIAL MEALS

A minimum of eight (8) holiday or special meals shall be served each year. Holiday meals shall be consistent with traditional meals prepared during each holiday and shall be approved by the HSC Administrator or designee prior to the menu cycle in which the holiday falls. Additional holiday or special meals may be requested by HSC and shall be determined by agreement of HSC and the Contractor.

The eight holiday meals are: New Year's Eve/Day, Easter, Cinco De Mayo, 4th of July, Labor Day, Native American Day, Thanksgiving and Christmas Day.

In addition, an All-HSC picnic takes place each summer (usually in June) for staff and patients and a Super Bowl Meal for residents in either January or February.

6.12. MENU PLANNING

HSC and YCMC reserve the right to provide input and review and approve menus prior to implementation. The Offeror shall include in the proposal a method to monitor patient and inmate preferences and to make acceptable adjustments. A sample meal quality assurance assessment form shall be submitted.

The menus will be reviewed and approved, in writing, by a Registered Dietitian who is licensed by the State of South Dakota (or independently contracted with the Contractor) to ensure compliance with all the regulations mentioned in this RFP and RDAs for age and gender of all groups.

The Contractor will provide two meal choices for each meal for HSC patients to allow for accommodation of preference or refusal. Patients will select from one of two meal choices for all meals up to 24 hours prior to the meal. Meal choices will be of equal nutritional value for all dietary needs.

The Department of Corrections requires milk to be served at two meals (breakfast and lunch) each day for inmates under the age of 21 and one meal per day for inmates over 21.

The Contractor will be required to utilize a menu planning software that interfaces with HSC's electronic health record, MyAvatar by Netsmart. The Contractor will be responsible for the costs to interface with MyAvatar and provide technical project management to work with Bureau of Information and Telecommunications to establish that interface. The interface must be implemented no later than 60 days after the contract start date.